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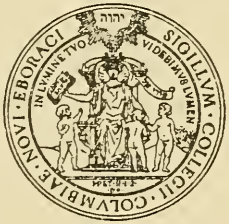

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UNITED STATES INTERDEPARTMENTAL SOCIAL HYGIENE BOARD :: :: WASHINGTON, D. C.

REVISED RULES AND REGULATIONS

governing

EXPENDITURES FROM STATE ALLOTMENTS OF THE CHAMBERLAIN-KAHN FUNDS FOR THE PREVENTION, TREATMENT, AND CONTROL OF VENEREAL DISEASES FOR THE FISCAL YEAR 1921

JUNE, 1920

WASHINGTON
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UNITED STATES

INTERDEPARTMENTAL SOCIAL HYGIENE BOARD.

WASHINGTON.

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T. A. STOREY, M. D., PH. D.

RULES AND REGULATIONS GOVERNING EXPENDITURES FROM THE STATE ALLOTMENTS OF THE CHAMBERLAIN-KAHN FUNDS FISCAL YEAR 1921.

APPROPRIATIONS.

1. **Appropriations 1919 and 1920.**—The Sixty-fifth Congress appropriated the sum of $1,000,000 for each of the fiscal years 1919 and 1920, to be paid to the various States for the use of their boards or departments of health in the prevention, control, and treatment of venereal diseases; this sum to be allotted to each State on the basis of the 1910 population *in accordance with the rules and regulations of the Secretary of the Treasury.*

2. **Chamberlain-Kahn Act.**—This act is known as the Chamberlain-Kahn Act and constitutes Chapter XV of the "Act making appropriations for the support of the Army for the fiscal year ending June thirtieth, nineteen hundred and nineteen."

This act reads in part as follows:

UNITED STATES INTERDEPARTMENTAL SOCIAL HYGIENE BOARD: That there is hereby created a board to be known as the United States Interdepartmental Social Hygiene Board, to consist of the Secretary of War, the Secretary of the Navy, and the Secretary of the Treasury as ex officio members, and of the Surgeon General of the Army, the Surgeon General of the Public Health Service, or of representatives designated by the Secretary of War, the Secretary of the Navy, and the Secretary of the Treasury, respectively.

* * * That there is hereby appropriated out of any moneys in the Treasury not otherwise appropriated * * * the sum of $1,000,000, which shall be paid to the States for the use of their respective boards or departments of health in the prevention, control, and treatment of venereal diseases; this sum to be allotted to each State, in accordance with the rules and regulations prescribed by the Secretary of the Treasury in the proportion which its population bears to the population of the continental United States, exclusive of Alaska and the Canal Zone, according to the last preceding United States census, *and such allotment to be so conditioned that for each dollar paid to any State the State shall specifically appropriate or otherwise set aside an equal amount for the prevention, control, and treatment of venereal diseases,* except for the fiscal year ending June thirtieth, nineteen hundred and nineteen, for which the allotment of money is not conditioned upon the appropriation or setting aside of money by the State, provided that any State may obtain any part of its allotment for any fiscal year subsequent to June thirtieth, nineteen hundred and nineteen, by specifically appropriating or otherwise setting aside an amount equal to such part of its allotment for the prevention, control, and treatment of venereal diseases.

3. **Rules and regulations of the Secretary of the Treasury.**—Under date of September 4, 1918, the Secretary of the Treasury promulgated rules and regulations which provided that State allotments shall be expended along general standard lines for all States and *in accordance with an accounting system to be forwarded by the*

United States Interdepartmental Social Hygiene Board. Hence the regulations of this board governing these expenditures are given the effect of law.

These regulations of the Secretary of the Treasury are as follows:

REGULATIONS

Promulgated by the Secretary of the Treasury, under which State boards or State departments of health receive the allotment of funds provided in section 6, Chapter XV, of the act approved July 9, entitled "An act making appropriations for the support of the Army for the fiscal year ending June 30, 1919."

The act provides that $1,000,000 shall be distributed to the States for the use of their respective boards or departments of health in the prevention, control, and treatment of venereal diseases, this sum to be allotted to each State, in accordance with rules and regulations prescribed by the Secretary of the Treasury, in the proportion which its population bears to the population of the continental United States, exclusive of Alaska and the Canal Zone, according to the last preceding United States census.

State boards or departments of health receiving their respective allotments shall agree to the following cooperative measures under which their appropriation shall be expended:

1. Put into operation, through a legislative enactment or a State board of health regulation having the effect of law, regulations in conformity with the suggestions approved by the Surgeons General of the Army, Navy, and United States Public Health Service, for the prevention of venereal diseases. *The minimum requirements of these rules are:*

(*a*) Venereal diseases must be reported to the local health authorities in accordance with State regulations approved by the United States Public Health Service.

(*b*) Penalty to be imposed upon physicians or others required to report venereal infections for failure to do so.

(*c*) Cases to be investigated, so far as practicable, to discover and control sources of infection.

(*d*) The spread of venereal diseases should be declared unlawful.

(*e*) Provision to be made for control of infected persons that do not cooperate in protecting others from infection.

(*f*) The travel of venereally infected persons within the State to be controlled by State boards of health by definite regulations that will conform in general to the interstate regulations to be established.

(*g*) Patients to be given a printed circular of instructions informing them of the necessity of measures to prevent the spread of infection and of the importance of continuing treatment.

2. An officer of the Public Health Service shall be assigned to each State receiving allotments for the general purpose of cooperating with the State health officer in supervising the venereal-control work in the State. This officer to be selected by the State health authorities and to be approved and recommended for appointment by the Surgeon General of the Public Health Service. The salary of this officer will be paid by the State out of the funds made available from the allotment, except a nominal sum of $10 per month, which will be paid by the United States Public Health Service. In those States where a bureau of venereal diseases has already been established, with a full-time medical officer in charge, the present incumbent may be recommended for appointment by the State health officer, and, with the approval of the Surgeon General, United States Public Health Service, he will be appointed as an officer of the Public Health Service. The general plan of work for the State bureau of venereal diseases will be:

(*a*) Securing reports of venereal infections from physicians and others required to report in accordance with State laws.

(*b*) Suppressive measures, including the isolation and treatment in detention hospitals of infected persons who are unable or unwilling to take measures to prevent themselves becoming a menace to others, the establishment of free clinics for the treatment of venereal diseases, and the elimination of conditions favorable to the spread of venereal infections.

(*c*) Extension of facilities for early diagnosis and treatment through laboratory facilities for exact diagnosis and scientific determination of condition before release as noninfectious, in accordance with the standardized procedure that will be prescribed by the United States Public Health Service.

(*d*) Educational measures to include informing the general public, as well as infected individuals, in regard to the nature and manner of spread of venereal diseases and the measures that should be taken to combat them.

(*e*) Cooperation with local civil authorities in their efforts to suppress public and clandestine prostitution. The clinics referred to under (*b*) will form centers from which the other measures may be conducted by discovering the presence of infections, the securing of data for enforcing the regulations for reporting these diseases, and the institution of educational measures appropriate to particular communities. The immediate reduction in venereal-disease foci resulting from clinic treatment will result in a marked decrease in the prevalence of such diseases in both the military and civil population.

(*f*) Accurate detailed records must be kept of all the activities of the venereal-disease work. These will include careful records of each case treated, amount of arsphenamine used, final results, and disposition made of patients. Copies of these records must be forwarded to the Surgeon General, United States Public Health Service, as a report at such intervals as they may be requested, and in accordance with instructions regarding the form of report.

3. Local funds that may be available, or that may become available from legislative appropriations or any other source for veneral-disease control, shall be used by the State or city health authorities having jurisdiction for the extension of the work, *and such local funds must not be conserved through the expenditure of the funds that are allotted by the Congress through the United States Interdepartmental Social Hygiene Board.*

4. In extension of the educational measures the State's health authorities and its bureau of venereal diseases shall exert their efforts and influence for the organization of a State venereal-disease committee that will be unofficial in character, but a valuable cooperative agency for furthering the comprehensive plan for nation-wide venereal-disease control.

5. The State health authorities shall take such measures as may be found practicable and decided upon in conference between the Public Health Service and State board of health representatives for the purpose of securing such additional legislation as may be required for the development of control of the spread of venereal infections. Action shall be taken to limit or suppress the activities of advertising "specialists" and quacks by prosecuting them under State laws, or such other measures as may be applicable and effective.

6. In expending the sum allotted a State, the rules and regulations to be promulgated by the *United States Interdepartmental Social Hygiene Board* for the expenditure of the $1,000,000 civilian quarantine and isolation fund under control of the Secretary of War and Secretary of the Navy shall be given consideration by Public Health Service and State board of health representatives, so that the military necessities of each particular State may receive the consideration due its relative importance, and so that funds from the two sources may be correlated.

7. *The State allotment shall be expended along general standard lines for all States and in accordance with an accounting system, to be forwarded by the United States Interdepartmental Social Hygiene Board*, approximately as follows:

(*a*) For treatment of infected persons in hospitals, clinics, and other institutions, including arsphenamine and other drugs, 50 per cent of the allotment.

(*b*) In carrying out educational measures, 20 per cent.

(*c*) In carrying out repressive measures, 20 per cent.

(*d*) In general administration and other activities of venereal-disease control work, 10 per cent.

(This distribution is provisional and subject to modification after conference and agreement between each State and the United States Public Health Service to best meet the needs of the particular State.)

8. In carrying out the general Government program the administrative organization of the United States Public Health Service will be available at all times to State organizations in cooperative work, and assistance will be given to States whenever possible through the detail of employees, the securing of arsphenamine, providing literature for the educational measures and in such other ways as may be found practicable as the work develops.

W. G. McAdoo,
Secretary of the Treasury.

Washington, D. C., *September 4, 1918.*

4. Appropriation for fiscal year 1921.—For the fiscal year ending June 30, 1921, Congress provided in the sundry civil bill the following appropriation for the cooperative work with the States:

The duties and powers conferred upon the *United States Interdepartmental Social Hygiene Board* by Chapter XV of the Army appropriation act approved July 9, 1918, with respect to the expenditure of the appropriations made therein are extended and made applicable to the appropriations *for similiar purposes* made in this act.

* * * * * * *

For allotment to the various States for prevention, treatment, and control of venereal diseases, $450,000; and the unexpended balance on June 30, 1920 (approximately $300,000), of the appropriation heretofore made for this purpose is continued and made available during the fiscal year 1921: *Provided, That no part of this sum shall be allotted to any State unless such State, in a manner satisfactory to the board, shall have complied with, and shall have given assurance of continued compliance with, the condition and regulations governing such allotments and the expenditures that may be made therefrom.*

5. Reduction in appropriation for 1921.—It will be noted from the above act of Congress that the Federal Government's appropriation for allotment to the States was reduced from $1,000,000 for 1919 and $1,087,831.41 for 1920 to $450,000 plus the unallotted balance of June 30, 1920.

6. Allotment to States 1921.—At the present writing the exact amount which will be available for allotment to States for the prevention, control, and treatment of venereal diseases is not definitely known, and will not be until after July 1, for the reason that Congress appropriated the unexpended balance (the balance for which the States did not qualify for by specifically appropriating or otherwise setting aside an equal amount). At the time this appropriation was being considered by Congress it was estimated this unexpended

balance would be approximately $350,000, but since some States have qualified subsequently, this estimated balance will be very materially decreased. States will be advised regarding the exact total and the allotment to each as soon as it is definitely determined.

ALLOTMENTS—PERCENTAGE—POPULATION.

7. Basis of allotments to States.—In accordance with the act of Congress directing that payments to be made to the States be allotted to each State in proportion which its population bears to the population of the continental United States according to the last preceding United States census, the allotments for 1919–20 and 1921 are based on the following table:

Population of Continental United States. Census of 1910.

State.	Population.	Percentage.	State.	Population.	Percentage.
Alabama	2,138,093	2.324715	Nevada	81,875	0.089021
Arizona	204,354	.222191	New Hampshire	430,572	.468154
Arkansas	1,574,449	1.711874	New Jersey	2,537,167	2.758622
California	2,377,549	2.585072	New Mexico	327,301	.355870
Colorado	799,024	.868766	New York	9,113,614	9.909089
Connecticut	1,114,756	1,212057	North Carolina	2,206,287	2.398861
Delaware	202,322	.219981	North Dakota	557,056	.627424
District of Columbia	331,069	.359966	Ohio	4,767,121	5.183216
Florida	752,619	.818311	Oklahoma	1,657,155	1.801799
Georgia	2,609,121	2.836856	Oregon	672,765	.731487
Idaho	325,594	.354013	Pennsylvania	7,665,111	8.334155
Illinois	5,638,591	6.130751	Rhode Island	542,610	.589972
Indiana	2,700,876	2.936620	South Carolina	1,515,400	1.647671
Iowa	2,224,771	2.418958	South Dakota	583,888	.634852
Kansas	1,690,949	1.838542	Tennessee	2,184,789	2.375487
Kentucky	2,289,905	2.489777	Texas	5,896,542	4.236649
Louisiana	1,656,388	1.800965	Utah	373,351	.405939
Maine	742,371	.807168	Vermont	355,956	.387026
Maryland	1,295,346	1.408409	Virginia	2,061,612	2.241558
Massachusetts	3,366,416	3.660251	Washington	1,141,990	1.241668
Michigan	2,810,175	3.055457	West Virginia	1,221,119	1.327704
Minnesota	2,075,708	2.256885	Wisconsin	2,333,860	2.537570
Mississippi	1,797,114	1.953974	Wyoming	145,965	.158705
Missouri	3,293,335	3.580791			
Montana	376,053	.408876	Total	91,972,266	100
Nebraska	1,192,214	1.296275			

UNEXPENDED BALANCES, 1919–20.

8. Comptroller's decision.—Under date of May 18, 1920, the Board addressed a letter to the Comptroller of the Treasury in part as follows:

If a State, in accordance with the above quoted section of the act, did "specifically appropriate or otherwise set aside" an amount equal to the Federal allotment for the fiscal year ending June 30, 1920, and by so doing complied with the act, *does this action of the State create a liability against the appropriation made by Congress which may be paid by the Board after June 30, 1920?* If the action of the State in specifically appropriating or otherwise setting aside an equal amount may be considered as creating a liability against the appropriation, *the Board would like to continue making monthly disbursements of 50 per cent of the paid vouchers submitted, rather than to pay over to the States before June 30, in a lump sum the balance due them, and, therefore, it is respectfully requested that you advise me if the Board is authorized to use its judgment as to the advisability of making monthly payments, or paying in full, after the expiration of the fiscal year, any balance due a State on its allotment for the fiscal year ending June 30, 1920.*

In reply to that letter the comptroller advised as follows:

The authority to make allotments to the State given by the act of June 30, 1919 (40 Stat., 886), is in accordance with rules and regulations prescribed by the Secretary of the Treasury. *The allotment itself is in such cases the actual incurrence of liability against the appropriation, and that having been made within the fiscal year the subsequent data required do not affect the use of the appropriation.*

BOARD'S REGULATIONS REGARDING PAYMENT OF BALANCES.

9. In accordance with this ruling the Board has adopted the following rules regarding payments of the balance due the State for the fiscal years 1920 and 1921:

(*a*) In the discretion of the Board no further payments will be made to a given State from its allotment that became available for the Federal fiscal year 1920 *until that State has spent and satisfactorily accounted for the allotment paid over to it for the Federal fiscal year 1919.*

(*b*) When a given State shall have expended and satisfactorily accounted for the entire allotment paid over to it by the Board for the Federal fiscal year 1919 the Board, in its discretion, will pay over to the treasurer of that State, in a lump sum, the entire balance of the allotment due that State for the Federal fiscal year 1920.

(*c*) In the discretion of the Board no payment will be made to a given State from its allotment for the Federal fiscal year 1921 until that State has expended and satisfactorily accounted for the *joint balance on hand,* that is, for its allotment from the Government and also for its own balancing appropriation covering that allotment from the Government for the Federal fiscal year 1920.

(*d*) States will, however, commencing July 1, 1920, begin making disbursements from their State appropriations, for the fiscal year 1921, accounting for the same on a *pink colored voucher form* to be provided by the Board for that purpose. They will do this regardless of whether or not the Board is withholding payments for any prior fiscal year. These vouchers which are to be paid entirely from the State appropriations for the fiscal year 1921, will be submitted to the Board monthly and summarized on the *pink colored monthly report* to be provided by the Board for that purpose. The Board will audit these vouchers as received, but withhold making 50 per cent payment *until the previous allotment or allotments for prior fiscal years are accounted for and approved by the Board.*

STATE CERTIFICATES.

10. Certifying to State appropriations.—Before any State may receive any portion of its allotment for which it has qualified by specifically appropriating or otherwise setting aside a specified sum of money, it will be necessary for the State treasurer to deliver to the United States Interdepartmental Social Hygiene Board, properly

UNIFORM ACCOUNTING.

26. In order that all States may have a uniform system of accounting, the Board has prepared special voucher forms and monthly report forms to be used by all States in transmitting their accounts to Washington for settlement.

VOUCHER FORM.

27. All disbursements made from these funds (*both State and Federal*), including salary payments and reimbursement for travel, are to be submitted on the special form of the Board.

28. **Year 1919.**—In disbursing the remainder of the allotment for the fiscal year 1919, the *white* voucher Form No. 8 and *white* monthly report Form No. 9 will be used.

29. **Years 1920 and 1921.**—In disbursing the balance of the 1920 joint State and Federal fund, the *blue* voucher Form No. 8–A and the *blue* monthly report Form No. 9–A will be used, and in disbursing the joint State and Federal fund for the fiscal year 1921 the *pink* voucher Form No. 8–B, and the *pink* monthly report Form No. 9–B, will be used.

30. **Use of right form.**—Special attention is directed to the use of the right form when forwarding disbursements to the Board. Vouchers submitted on the wrong forms will be returned.

31. **Number of vouchers to be made.**—These vouchers may be made in duplicate, triplicate, or quadruplicate, in accordance with the special requirements of each State. One copy shall be forwarded to the United States Interdepartmental Social Hygiene Board in Washington, D. C., and one or more copies may be retained by the State.

32. **Signatures.**—The State officers must assume all responsibility for liabilities incurred in connection with the expenditures of these funds, must prepare the voucher forms approving the same as correct, obtain the signature of the payee and the certificate of the paying official. The paying official must in all cases obtain the personal signature of the payee and certify to the payment. Vouchers signed for the payee per someone else can not be accepted unless a satisfactory explanation accompanies the voucher, but salary and traveling expense vouchers under no circumstances will be accepted unless they bear the payee's personal signature. Rubber stamp signature of the approving official or the paying official is not acceptable unless initialed by the person designated to use the same, and in such cases a letter must be forwarded to the board advising the name of the person authorized to initial and submitting a specimen of the rubber stamp signature and initials of person designated as they will appear on the vouchers.

33. **Company or corporation.**—Where a voucher is certified in the name of a company or corporation, the name of the person

writing the company or corporate name, as well as the capacity in which he signs, must appear. Example: "Chicago Edison Co., per John Smith, member of firm," or "secretary" or "treasurer," as the case may be. A complete signature with a rubber stamp is not acceptable.

34. More than one item.—One voucher may contain any number of *items*, but must be made out in the name of *but one individual, firm, or corporation.* Where there are a number of items appearing on the bill, the invoice of the payee may be attached to the voucher, and a statement made on the face of the voucher "as per invoice hereto attached," extending the total and classifying as if one item, but in all such cases the itemized invoice must be attached to the voucher *transmitted to this office.*

35. Reimbursement for cash purchases.—An official making numerous small purchases and *paying cash* at the time from his personal funds and obtaining receipted bills for such purchases may, by attaching such miscellaneous receipts to a voucher drawn payable to himself, obtain reimbursement for such expenditures. In all such cases he will be required to list on the voucher the vendors' names and the amounts paid each. *The voucher forwarded to this office must also have the receipted bills attached.* This procedure is authorized only in cases of emergency or where the purchase amounts to less than $1 and is not to be interpreted as authorizing the use of subvouchers covering small monthly or periodical payments such as telephone, ice, rent, etc., to avoid forwarding individual vouchers, and in no case must such a reimbursement voucher contain a payment for personal service.

36. Travel expenses.—Reimbursement of *travel expenses* must be handled as follows: In no case will travel expenses be allowed which are not confined to the usual expenses incurred for the ordinary comforts of a traveler. Receipts should be obtained for transportation and hotel bills, when possible to do so, but it will be unnecessary to obtain receipts for meals and the various small incidental expenses of travel unless required by the State.

When supplies are purchased while in a travel status, receipted invoices of the dealer must be attached to the travel voucher to substantiate the claim.

If certified statements of travel expenses made on a State form are available, it is requested that the same be attached to the voucher transmitted to this office. If, however, State officials require these statements and invoices, copies should be made for transmittal with the voucher. In the absence of such a statement or copy, the travel expense should be itemized as completely as possible on the face of the voucher, as the mere statement "Traveling expenses" is not considered sufficient.

If it should be necessary to use taxicabs or automobiles while in a travel status, the voucher should contain the following notation: "No other means of transportation available."

Where a State authorizes automobile mileage and the same is paid from the State appropriation and submitted on the special State form covering such expenditure, it will be allowed by the Board.

Travel outside of the State will not be approved unless authorized by the Board.

Books containing blank receipts conveniently printed and small daily expense account books for travelers will be supplied by the Board upon request.

37. Salaries.—In making vouchers covering payment of salary for services rendered, the date "from" and "to" which payment is being made (both these dates inclusive) must be shown on voucher, as well as the designation of position (i. e., stenographer, V. D. officer, etc.) and the monthly or annual rate of compensation.

38. No employee of the United States Interdepartmental Social Hygiene Board shall receive any salary, travel expense, allowance, or compensation of any nature whatsoever from any State for services rendered in connection with their official duties.

CLINICS.

39. Preparation of voucher.—In preparing voucher to cover reimbursement to clinics, detention houses, and like institutions for salaries, treatment, maintenance, supplies, or equipment, the voucher must be accompanied by an itemized statement giving details of the expenditures incurred.

40. Advance payments.—In no case shall any amounts be advanced to these institutions or clinics before the liabilities are actually incurred by them.

41. Subsidies to clinics.—Payments in advance of the actual performance of the service or the delivery of the supplies is strictly forbidden by Federal law and will not be allowed under *any circumstance.* Therefore, *advance payments* to clinics under the name of "subsidies" is prohibited by the Board and no such payments shall be made in advance of the expiration of the period covered by the designated "subsidy." However, there is no objection to making such payments on a monthly basis, *provided the payments are not made until the expiration of the month designated in the voucher.*

OBTAINING SIGNATURES TO VOUCHERS.

42. In advance of payment.—In order to secure signatures to vouchers promptly and thus avoid any delay in obtaining reimbursement, it is suggested that the vouchers be completely prepared, with the exception of the approvals and voucher number, and forwarded to

the payee with a form letter requesting that the voucher be properly signed and returned, stating that check will be forwarded promptly upon the return of the same. This is the procedure followed by all the Government departments and is recommended in the disbursement of this fund by the States. There can be no reasonable objection raised by the payee, for the reason that the States are responsible and reliable and the form letter requesting the signature in advance of the payment is ample protection to the payee in case the payment should not be made as promised.

43. After the payment is made.—In States where the procedure is to forward the vouchers for signature with the State warrant, or after the payment has been made, the vouchers so forwarded should not be given a number until it is returned. This will avoid the necessity for holding vouchers otherwise ready to submit pending the receipt of one or two vouchers forwarded for signature and not returned in time to be included in the disbursements for the month. These delayed vouchers may then be given a number whenever received and transmitted to the Board with the next regular report.

BOOKS, PERIODICALS, AND AUTOMOBILES.

44. Prohibited.—Particular attention is called to the fact that the use of this appropriation for the purchase of books, newspapers, or periodicals, or the purchase of any motor-propelled or horse-drawn vehicle for carrying passengers or any expenses in connection with the operation thereof is prohibited. The Board prohibits also the hiring of such vehicles where the hiring by its *continuousness* is the equivalent of a purchase.

45. Hire of taxicabs and automobiles.—However, when a person is in a travel status, temporary hiring of vehicles as a means of transportation between places inaccessible by common carrier is authorized, but when it is found necessary to temporarily hire taxicabs or automobiles the voucher should contain the following notation, "No other means of transportation available."

46. Purchase of books and periodicals.—Regarding the purchase of books and periodicals the Board feels that resources of this type should already be in the possession of a State department or board of health, and if it should be found necessary to make any additions thereto, it should be done with strictly State funds and vouchers covering such payments not submitted to the Board.

47. Purchase of office furniture.—The cost of strictly office furniture, such as desks, chairs, typewriters, adding machines, electric fans, etc., is not considered an authorized charge against these funds if the articles are for use in the offices of State boards or departments of health. The above ruling is based upon the wording of the Federal

act appropriating these funds which specifies that the funds are to be used for "*the prevention, control, and treatment of venereal diseases.*"

The use of these funds for enlargement, repair, or construction of buildings is prohibited.

48. No other State funds available.—However, if there are no other State funds available from which to make purchases of equipment necessary for the successful prevention, treatment, and control of venereal diseases, the matter may be taken up with the Board prior to incurring the liability and the application will be given full consideration.

CLASSIFICATION OF EXPENDITURES.

49. Classification.—Each voucher must be distributed under its appropriate classification, viz, "Administration," "Treatment," "Repressive measures," "Educational and publicity," and the proper budget account number to which the expenitdure is chargeable must be given. Particular attention is directed to the fact that care must be used in debiting the expenditures to the proper budget account number that the disbursements may be correctly charged against the proper allotment as given on your budget under "Activity or project." It is very necessary that account numbers be shown on all vouchers as those not bearing account numbers will be returned.

50. Account ledger.—It is suggested that State boards of health keep an account ledger in order that they may know at all times the balance available under each of the budget accounts. The keeping of such a book will be very necessary beginning July 1, 1920, in order that boards of health may be in a position to submit quarterly statement of budget balance (Form No. 22), promptly at the end of each quarter.

QUARTERLY STATEMENT OF BUDGET BALANCES.

51. This form is to be submitted to the Board in duplicate at the expiration of each quarter, viz, September 30, December 31, March 31, and June 30. A separate report will be submitted for the 1920 "Revised joint State and Federal budget" and the 1921 "joint State and Federal budget" in accordance with instructions printed on the back of the form. Upon receipt of this quarterly statement of budget balances it will be compared with the books of the Board. Corrections will be entered in the columns printed thereon for that purpose and the *duplicate* copy approved and returned to the State board of health, thus keeping the State's record and Board's in agreement. It is believed that this plan will be found of great advantage to the States and will prevent the overdrawing of amounts allotted to the various account numbers on the State budget.

DISPOSITION OF VOUCHERS.

52. **Numbering.**—All paid vouchers must be retained in the files of the paying official until the close of the month and then be numbered in the space provided therefor, on the face, each State commencing the 1921 series with No. 1 and continuing consecutively until the entire allotment for the fiscal year 1921 has been disbursed. However, for the fiscal years 1919 and 1920, vouchers should continue the present series of numbers until the funds for those fiscal years have been entirely accounted for. The "brief" on the back of the voucher form should be completely filled in by the paying official before transmitting the paid vouchers to the Board for reimbursement.

53. **Unused voucher numbers.**—All voucher numbers must be accounted for, and should a voucher be canceled or a number not used for any reason a notation to that effect should be made on the monthly report opposite the numbers in question.

54. **Summarizing.**—Vouchers must be summarized on the monthly report form in numerical order and distributed thereon in accordance with the classification shown on the voucher.

55. **Disposition.**—One copy of all paid vouchers must be transmitted monthly, together with one copy of the monthly report form, to the United States Interdepartmental Social Hygiene Board, 1800 Virginia Avenue NW., Washington, D. C., and one or more copies of each retained in the files of the State department or board of health or the State official making the payment.

56. **Registering.**—All vouchers and monthly reports should be forwarded to the Board under registered cover. This may be done without cost to the departments or boards of health by having the same registered as official under the Government frank.

57. **Signatures.**—All vouchers and monthly reports should be carefully examined before transmitting them to the Board in order to make sure that they meet the requirements of the regulations *and that all necessary signatures are affixed.* Careful attention given to this suggestion may prevent vouchers being suspended or returned.

MONTHLY REPORT.

58. **Number to be made.**—This report shall be made promptly at the close of each month and may be prepared in duplicate, triplicate, or quadruplicate in accordance with the special requirements of each State. All vouchers paid during the month for which this report is rendered must be summarized thereon in numerical order and the amount paid distributed in accordance with the classification given on the voucher. The budget-account number given on the voucher need not be shown on this report.

59. Disposition.—One copy shall be forwarded to the United States Interdepartmental Social Hygiene Board, 1800 Virginia Avenue NW., Washington, D. C., accompanied by the paid vouchers summarized thereon, and one or more copies may be retained by the State officials. *It is suggested that this report be prepared on the typewriter.*

60. Report for each budget.—A monthly report should be submitted every month for each budget under which there are funds remaining unaccounted for.

61. Last day for forwarding vouchers and monthly reports.—Monthly reports and vouchers should be forwarded as soon after the close of a month as possible and must reach Washington not later than the 25th of the month following that covered by the report.

62. Where no disbursements are made.—If no expenditures are made during a month, a monthly report should be forwarded any way with the notation thereon, "No disbursements made."

SUMMARY RECORDED ON MONTHLY REPORTS.

63. Before transmitting the monthly report to the Board, the summary on the back of the same must be properly filled out, in accordance with the printed instructions thereon.

The summary should represent *the joint State and Federal account* and begin with the total of both the State appropriations and the Federal allotment as shown on your budget. The total disbursements of the two funds during a month, as shown on the *face* of the report, is to be deducted, and the balance remaining will be the "available balance for the continuance of the work." *Repayments made by Federal Government are not to be considered in making this summary.*

64. Interest, fees, and sales.—Money received on account of interest on bank deposits, sale of medicines, fees, etc., should be taken up in the summary on the back of the proper monthly report by a special entry and the Board advised by letter as to the budget-account number to which the funds have been credited by the State.

Interest should be taken up immediately upon the receipt of notification from the bank as to the amount of interest credited. Receipts from the sale of arsphemamine and other medicines or fees received for treatment should be taken up monthly and credited to the budget-account number charged with the original expenditure.

STATE LAWS.

65. These rules shall not in any way conflict with State laws, or prevent State accounting departments from requiring such vouchers, receipts, and other records as may be necessary to comply with the State laws or the State's accounting system.

CONCLUSION.

66. In conclusion, the Board desires to thank all State officials for their hearty cooperation in the past and to assure them that these rules and regulations for disbursing the joint State and Federal funds will present no obstacle either in connection with State laws or the manner in which State appropriations may be made that can not be overcome, and the very liberal Federal assistance should be well worth the little extra clerical labor required by these regulations. However, should any State official find it difficult to comply with these regulations, it is suggested that the matter be taken up promptly with the United States Interdepartmental Social Hygiene Board, but this suggestion is not made anticipating that it may be advisable in any case to modify these regulations, and it is not the present intention of the Board to do so unless they should conflict with State laws.

It is the desire of the Interdepartmental Social Hygiene Board to fully cooperate with each State and assist in every way possible within the limitations of its responsibilities and in accordance with the laws and regulations surrounding the disbursing of Government funds.

All correspondence in connection with these regulations or the Chamberlain-Kahn funds to be addressed to the *Executive Secretary of the Board, 1800 Virginia Avenue N.W., Washington, D. C.*

T. A. STOREY,
Executive Secretary,
United States Interdepartmental Social Hygiene Board.

Approved:

C. C. PIERCE,
Assistant Surgeon General,
United States Public Health Service.

Adopted by the Board June 25, 1920.

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